

Affidavit & Amended Affidavit

Last Updated: October 20, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Other.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Affidavit.** Click **Next.**
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer. If the party filer is not listed, click Add/Create New Party. Click **Next.**
8. **Browse** to select the Affidavit pdf file. Click **Next.**
9. **Document Reference** screen:
 - Click in the box next to, **“Refer to existing document(s)?”**
 - Fill in the **“Affidavit of:”** text box.
 - Fill in the **“In Support of:”** text box.Click **Next.**
10. **Events Category** screen displays:
 - Select the category to which your Affidavit supports was filed.
 - If you are not sure of which category to choose, select all of the categories by clicking and dragging the mouse over all categories.Click **Next.**

11. Click in the box next to the correct docket text that your Affidavit or Amended Affidavit supports. Click **Next**

12. If needed, modify the text according to the court's procedures. Click **Next**.

NOTE: When filing an **Amended Affidavit**, type in text box **Amended**.

13. **Verify** the final docket text before submitting. If correct, Click **Next**.

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

14. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.